



**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
Recruitment Bulletin

**Opening Date: 12/5/2014**  
**Closing Date: 03/5/2015**

**Recruitment Bulletin No.: 31-14-7490-201-E**  
**Denver Regional Office**  
**Denver, CO**

**POSITION: Lead Clerk GG-05**

**SALARY: GG-0303-5      \$16.26 to \$21.15 per hour**

**PROMOTION POTENTIAL: None**

**NUMBER OF VACANCIES: Few**

**EXCEPTED SERVICE APPOINTMENT:** This is a Schedule A temporary time limited appointment.

**SELECTIVE FACTOR:** In limited areas, this position may have a language requirement. Indicate clearly on your application/resume that you speak, read and write fluently. Bilingual applicants are encouraged to apply.

**WORK SCHEDULE:** This position has a mixed-tour work schedule. A mixed-tour work schedule provides periods of full-time, part-time, and intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

**Payment of relocation expenses IS NOT authorized.**

**AREA OF CONSIDERATION:** This position is located in Denver Regional Office.

**WHO MAY APPLY:**                      **External – All Sources**  
All U.S. citizens.

**DUTIES:** The incumbent performs clerical support duties for support of the 2015 Census Test. The incumbent provides technical guidance and oversight of the day to day activities to lower graded support staff and leads lower graded clerks who perform a combination of personnel/payroll duties designed to support the responsibilities of the office assigned. The incumbent assists employees by answering and resolving automated personnel/payroll system and other administrative problems. The incumbent assists in the orientation of new employees by explaining work in general and providing on-the-job training. The incumbent may support staff in administrative, field operations, space leasing, geographic, partnership, or recruitment areas and receive, sort, open, control and route incoming mail. The incumbent will maintain

correspondence files, maintain a variety of logs and maintain stockroom supply levels. Performs other clerical duties as required.

**QUALIFICATIONS:**

**GG-05: 1 Year Specialized Experience OR 4 Years Above High School**

**MINIMUM QUALIFICATION REQUIREMENTS:** To be minimally qualified for this position, applicants **MUST** have a typing proficiency of at least 40 words per minute with 3 or fewer errors based on a five-minute sample. In addition, you must have the experience or education listed below, or a combination of both.

You must have one year of specialized experience equivalent to the GS-4 level that equips you with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specialized experience is work experience operating a personal computer to produce a wide range of documents requiring complex formats; using office automation systems to operate several types of software for various office needs; correcting improper formatting and errors in spelling, grammar, or punctuation.

**EDUCATION:** Bachelor's degree or four years above high school leading to a bachelor's degree.

**Applicants are required to pass a Bureau of the Census Field Employee Selection Aid, D-267, written exam.**

**HOW TO APPLY:** Applicants must submit a separate completed Optional Application for Federal Employment (OF-612) or a resume for each grade level for which you are applying. Be sure to include the grade level, on each application, and be sure to list the Recruitment Bulletin and Title on each application. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruitment Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veterans' Preference - Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veterans preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (720) 962-3808 or (800)-852-6159.
- Application package must be submitted to:

Mailing Address: Bureau of Census,  
Denver Regional Office  
6950 W. Jefferson Avenue, Suite 250  
Denver, CO, 80235  
Attn: Heath Zwahlen

E-mail: [Denver.RCC.Admin@census.gov](mailto:Denver.RCC.Admin@census.gov)

**APPLICATION DEADLINE:** Application materials must be received by the closing date of this recruitment bulletin. Applications received after this date will not be considered.

For further information on this vacancy, contact Denver Regional Office –2015 Test ADMIN/HR at (720) 962-3808 or (800) 852-6159.

**OTHER INFORMATION:**

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- Applicants must be 18 years of age or older.
- Applicants must be a U.S. Citizen
- Employees who receive a Voluntary Incentive Buyout Payment (VSIP) or a buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on their application. Individuals with a disability may request a reasonable accommodation by calling (enter contact number).
- Selected applicants must pass a background investigation.

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**THIS AGENCY PROVIDED REASONABLE ACCOMMODATIONS TO APPLICATIONS  
WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY  
PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY.  
THE DECISION ON GRANTING A REASONABLE ACCOMMODATION IS DONE ON A  
CASE-BY-CASE BASIS.**

**THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF  
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION,  
SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN  
EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.**